



Town of Arlington, MA Redevelopment Board

Agenda & Meeting Notice October 6, 2025

Per Board Rules and Regulations, public comments will be accepted during the public comment periods designated on the agenda. Written comments may be provided by email to cricker@town.arlington.ma.us by Monday, October 6, 2025, at 3:00 pm. The Board requests that correspondence that includes visual information should be provided by Monday, October 6, 2025, at 10:00 am. Please note that all times are estimates; individual agenda items may occur earlier or later than the time noted.

The Arlington Redevelopment Board will meet Monday, October 6, 2025 at 7:30 PM in the **Arlington Community Center, Main Hall, 27 Maple Street, Arlington, MA 02476**

1. Review Meeting Minutes

7:30 pm The Board will review and vote to approve meeting minutes from September 8, and September 15, 2025.

2. Public Hearing: Docket #3831, 1323 Mass Ave (continued from July 14, 2025)

7:35 pm The Board will discuss whether to continue or close the hearing.

3. Public Hearing: Docket #3869, 1513-1519 Mass Ave

7:45 pm The Board will vote to continue the hearing to Monday, November 3, 2025.

4. Public Hearing: Docket #3870, 892 Mass Ave

7:50 pm Notice is herewith given that an application has been filed on September 3, 2025, by Gretchen Paulson and Darcy Gould, Activate SBP, LLC, 892 Massachusetts Ave, Arlington, MA 02476, to open Special Permit Docket #3870 in accordance with the provisions of MGL Chapter 40A § 11, and the Town of Arlington Zoning Bylaw Sections 3.3, Special Permits, and 3.4, Environmental Design Review. The applicant proposes to add a wall sign and vinyl window panels to the property located at 892 Massachusetts Ave, Arlington, MA, in the B2 Neighborhood Business District.

- DPCH staff will be provided 5 minutes for an overview of their Public Hearing Memorandum.
- Applicant will be provided 10 minutes for an introductory presentation.
- Members of the public will be provided time to comment.
- Board members will discuss Docket and may vote.

5. Board Retreat Agenda

8:30 pm The Board will discuss the agenda for their retreat, to be held on October 19, 2025.

6. Open Forum

8:45 pm Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made, the night of the presentation. There is a three-minute time limit to present a concern or request.

7. New Business

9:00 pm

8. Adjourn

9:15 pm (Estimated)



Town of Arlington, Massachusetts

Review Meeting Minutes

Summary:

7:30 pm The Board will review and vote to approve meeting minutes from September 8, and September 15, 2025.

ATTACHMENTS:

Type	File Name	Description
▣ Meeting Minute (draft)	09082025_DRAFT_Minutes_Redevelopment_Board.pdf	09082025 DRAFT Minutes Redevelopment Board
▣ Meeting Minute (draft)	09152025_DRAFT_Minutes_Redevelopment_Board.pdf	09152025 DRAFT Minutes Redevelopment Board

Arlington Redevelopment Board
Monday, September 8, 2025, at 7:30 PM
Community Center, Main Hall
27 Maple Street, Arlington, MA 02476
Meeting Minutes

This meeting was recorded by ACMi.

PRESENT: Rachel Zsebery (Chair), Eugene Benson, Shaina Korman-Houston, Kin Lau, Stephen Revilak

STAFF: Claire Ricker, Director of Planning and Community Development; Sarah Suarez, Assistant Director of Planning and Community Development

The Chair called the meeting of the Board to order.

The Chair opened with **Agenda Item 1 – Review Meeting Minutes.**

August 11, 2025 – The Board members made no changes to the minutes. The Chair requested a motion to approve the August 11 minutes as submitted. Mr. Lau so moved, Mr. Benson seconded, and the Board voted unanimously in favor.

The Chair moved to **Agenda Item 2 – Public Hearing: Docket #3857, 225 Broadway (continued from July 14, 2025).**

Ms. Ricker explained that the applicant has requested a continuance of the hearing to October 20, 2025. The developer has hired a new designer, who requested more time to prepare materials.

The Chair asked for a motion to continue the public hearing for Docket #3857, 225 Broadway, to October 20, 2025. Mr. Lau so moved, Mr. Benson seconded, and the Board voted unanimously in favor.

The Chair moved to **Agenda Item 3 – Public Hearing: Docket #3866, 18 Grafton Street.**

Ms. Ricker explained that the applicant has requested a continuance of the hearing to November. She said that the plans were evaluated by DPCD staff, who determined that it was likely that the project would be required to include an accessible unit. The applicant will be meeting with Director of Inspectional Services Mike Ciampa tomorrow to determine if that is the case. Mr. Benson said that in addition to the accessible unit, the plans for this project do not meet the zoning bylaw requirements in other ways as well. Ms. Ricker agreed.

The Chair asked for a motion to continue the public hearing for Docket #3866, 18 Grafton Street, to November 3, 2025. Mr. Lau so moved, Mr. Benson seconded, and the Board voted unanimously in favor.

The Chair moved to **Agenda Item 4 – Open Forum.**

The Chair opened the floor:

- June Scott, 12 Grafton St – She lives next door to the proposed development at 18 Grafton St. She believes that part of the plans for 18 Grafton St are actually on her property. She is concerned that they plan to remove hedges and possibly a wall on her property. She is also concerned because the garage that they propose to demolish is very close to her house, and she wants to know if the applicant will cover the cost of damage to her property.

Ms. Ricker replied that Ms. Scott and others with concerns can always contact DPCD.

- Jen Thompson, 22 Grafton St – Her house is on the other side of 18 Grafton St from Ms. Scott, and she has similar concerns regarding property lines and the impact of construction.

The Chair replied that Ms. Thompson can contact DPCD with concerns. She also said that DPCD will pass these concerns on to the applicant. She also noted that when the hearing takes place on November 3, 2025, it will include time for public comment.

- Ms. Thompson also asked how an accessible unit is defined, and whether it refers to physical or financial accessibility.

The Chair replied that the Fair Housing Act requires that a multi-family development with four or more units have at least one unit that is accessible or able to be made accessible to those with mobility restrictions. Ms. Ricker also noted that the Town's inclusionary zoning requiring that 15% of units be affordable does not apply to a development of this size, so the developer will not be required to include an affordable unit.

- Kristin Skrabut, 15 Everett St – Her house is directly behind 18 Grafton, and she shares the concerns already mentioned about property lines and demolition. She would like to know how the developer proposes to mitigate problems posed by hazardous materials during demolition. She also noted that there is a large tree shared by eight families, and she is concerned that it will be damaged during construction.

Ms. Ricker replied that Ms. Skrabut can contact DPCD, and she can also send correspondence to the Board, as can others with concerns. The Board reads and considers all correspondence relating to applications before them.

Mr. Benson noted that the Board cannot speak to the proposal itself this evening, given the continuation of the hearing, but he recommended that if any of the neighbors have had their property surveyed, they share that information with DPCD.

Seeing no one else who wished to speak, the Chair closed open forum.

The Chair moved to **Agenda Item 5 – New Business.**

Ms. Ricker confirmed the remaining meeting dates for 2025: September 15, October 6, October 20, November 3, November 17, December 1, December 15, with a retreat on October 19.

Mr. Revilak noted that Arlington was recently designated one of the state's Housing Choice Communities. He asked how the Town received that designation and what it means. Ms. Suarez, who worked on attaining the designation, explained that the Town applied for the designation, which included a process looking at the number of housing units developed over the past five years, the Town's policies that affect housing, and initiatives the Town is taking to encourage more housing units. It considers housing overall, not specifically affordable housing, with the goal of dealing with the housing shortage the state currently faces. She said that over the past five years, the Town has permitted 321 new housing units. The policies and zoning bylaws that factored into the decision include the ADU bylaw, the Multi-Family Housing Overlay Districts created to comply with the MBTA Communities law, participating in the Fossil Fuel Free Pilot program, and the Town's Housing Production Plan that considers ways to increase diverse housing stock. Being designated a Housing Choice Community allows Arlington to participate in the Housing Choice grant program, an annual process awarding up to \$500,000 grants for site plan development, building infrastructure, feasibility studies, and other work to help increase housing. Arlington will also qualify for up to \$150,000 per year in planning and zoning grants, which would allow us to conduct studies to determine what makes the most sense to build in particular locations, consider ways to increase sustainability and energy efficiency in housing, look at traffic mitigation options, and other issues relevant to and affected by increasing housing stock. The designation also gives Arlington bonus points when applying for other state grants, including MassDOT's Complete Streets program, MassWorks' grants for infrastructure, grants to acquire park space and conservation land, water quality improvement measures, and others. Out of 350 municipalities in Massachusetts, only about 90 have been awarded this designation.

Mr. Revilak asked how many of the 321 new units permitted in the last five years were deed-restricted as affordable. Ms. Suarez replied that it was approximately 99 units.

Mr. Benson noted that 366 Mass Ave, a vacant office building, seems to be in worse condition every time he sees it. He asked staff if they have any information about that property. Ms. Ricker said that her understanding is that the building was damaged in a fire, and the units are in varying states of disrepair and habitability. As far as she knows, there are no plans for the building at this time. She said that she needs to speak to Mr. Ciampa about the state of the building and

what measures Inspectional Services has taken. She can give the Board a more complete update at a future meeting. The Board has the authority to implement an urban renewal plan, which would allow the Town to take the property for a potential development.

The Chair asked the other Board members for feedback for the Town Moderator about the Town Meeting schedule, and whether the schedule could be modified to improve the ability of Town Meeting Members to get timely information about and better understand proposed zoning amendments.

The Chair asked for a motion to adjourn. Mr. Lau so moved, and Mr. Benson seconded. The Board voted and approved unanimously.

Meeting **Adjourned at 8:55 pm.**

Documents used:

Agenda Item 1	Draft Minutes – August 11, 2025
Agenda Item 2	18 Grafton St – Site Plan Review Application – 8-8-25 18 Grafton St – Impact Statement – 8-6-25 18 Grafton St – Proposed Plot plan – 8-1-25 18 Grafton St – Plans & Drawings – 8-8-25 18 Grafton St – LEED Checklist – 8-11-25 18 Grafton St – Civil Set-ST – 8-1-25 18 Grafton St – Sustainability Analysis – 8-6-25 18 Grafton St – Stormwater report – 7-21-25 Docket 3866 18 Grafton St – SPR Legal Notice 8-21, 8-28 SPR memo Docket 3866 18 Grafton St – 09-04-2025
Correspondence	18 Grafton St – Seltzer, D, 9/8/25 225 Broadway – J. Cullinane, 7/17/25 225 Broadway – D. Seltzer, 7/17/25 1500 Mass Ave – J. Cullinane, 9/2/25

Arlington Redevelopment Board
Monday, September 15, 2025, at 7:30 PM
Community Center, Main Hall
27 Maple Street, Arlington, MA 02476
Meeting Minutes

This meeting was recorded by ACMi.

PRESENT: Rachel Zsemary (Chair), Shaina Korman-Houston, Kin Lau, Stephen Revilak

ABSENT: Eugene Benson

STAFF: Claire Ricker, Director of Planning and Community Development; Sarah Suarez, Assistant Director of Planning and Community Development

The Chair called the meeting of the Board to order.

The Chair opened with **Agenda Item 1 – Public Hearing: Docket #3867, 9-11 Robbins Road.**

Ms. Ricker explained that the applicant requested a continuation of the hearing to November 3, 2025, because they are redoing the plans.

The Chair asked for a motion to continue the hearing for Docket #3867, 9-11 Robbins Road, to November 3, 2025. Mr. Lau so moved, Mr. Revilak seconded, and the Board voted unanimously in favor.

The Chair moved to **Agenda Item 2 – Update on Special Permits for 455 Mass Ave and 882-892 Mass Ave.**

Ms. Ricker explained that on August 5, 2025, the Board sent a letter to the 882-892 Mass Ave developer enumerating all the conditions of the Special Permit which have not been met, as well as other issues the Board has with the development. Attorney Corinne Doherty, the attorney representing the developer, sent a response dated August 28, 2025, which has been shared with the Board.

Mr. Lau asked about the provision of open space; he noted that Ms. Doherty's letter indicated that because the building was relocated seven feet back from its planned location, they were not able to include the amount of open space originally planned. Ms. Doherty said that the project does have open space, but not as much as intended. One of the amenities originally planned was an outdoor gas grill, but grills must be at least 10 feet from the main structure, which is not possible with the reduced size of the open space, so the development's insurance company will not allow it. They originally included a picnic table in the open space, but the first-floor residents complained that it was too close to their windows. They would be open to including other outdoor amenities that would fit in the reduced space. Mr. Lau noted that when the Board sets a condition for approval, the developer cannot choose to ignore it because something else about the project changes. If the developer realizes that the original plans will not work and the original Special Permit conditions cannot be met, the Board will be willing to work with them to modify the Special Permit, but the developer cannot simply ignore some of the conditions.

Mr. Lau expressed frustration that the developer has agreed to repaint the storefront, but they have not actually done so. Ms. Doherty said that the developer has submitted the possible colors for use on the storefront, and as soon as the Board approves one of the colors, the storefront will be painted within a couple of weeks. She said that the original renderings only had generic colors, but not specific paint choices. Mr. Lau said that it is difficult to assess the colors on the image attached to the letter, and he would like to see actual swatches. Ms. Doherty said that the developer submitted swatches, but both the Board members and DPCD staff said they have not seen/received them. The Chair asked that the developer send the physical swatches to DPCD, and that DPCD forward them to the Board. She said that as soon as the Board sees them, they will make a decision.

Mr. Lau said that the Board was never told that the compressor would be mounted on the side of the building. Ms. Doherty said that the compressor needed to be relocated to the outside of the building, because the square footage of the building was reduced when it had to be moved, and the only possible locations were the roof, which would not have been able to effectively cool the retail space, or the side of the building.

Ms. Doherty said that these all issues resulted from the fact that the developer initially submitted plans to the Board, which granted a Special Permit with conditions, and then later submitted construction plans to the Inspectional Services Department, without realizing that they needed to go back to the Board to discuss changes between the two sets of plans.

Mr. Lau said that the location of the compressor potentially raises ADA issues, because it sticks out more than 4 inches and overlaps the sidewalk. Also, it is close to the property line, meaning that it will blow onto the adjacent property, which could be considered a nuisance. The zoning bylaw also limits the level of sound that can be heard from neighboring properties. The Chair noted that the applicant provided a photograph of a grate that could be installed to minimize the view of the compressor. It improves the look, but does not solve the issue of the overhang over the sidewalk. Mr. Lau said that he cannot tell if the grate redirects the air so it does not go directly across to the adjacent property. He asked that the developer look into whether the location of the compressor is an ADA violation, and that they propose a solution that will both direct air away from the neighboring property and minimize the noise to acceptable levels.

Mr. Lau said that he would also like the developer to propose a method of creating additional open space. He would like to see some amenities in that space, which may necessitate installing some kind of screen to shield the first-floor residential unit.

Mr. Lau said that the foundation under the storefront windows looks like it has never been finished; it is exposed concrete block, which is not waterproof. Ms. Doherty noted that that particular issue was not included in the letter, but she will raise it with the developer.

Mr. Lau also said that some of the trim and fascia were re-painted at the Board's request, but now the paint is chipping and peeling. The Chair noted that when they spoke with developer John Murphy and he agreed to repaint the trim, he assured them that the correct paint application would be used to ensure strong adherence, and it would be a like-new application. Ms. Doherty replied that the developer will have all the trim repainted when they repaint the storefront.

Mr. Lau said that the lighting plan submitted by the developer shows the outline of the building, but it does not show exactly where the parking lot or property lines are. The Board wants to see a lighting plan that clearly shows the location of the parking lot with striping, the property lines, and the fence, and which shows how lights are aimed. Currently, some of them shine up into the air and onto neighboring property, rather than directly on the parking lot. Ms. Doherty said that she would ask Zade Engineering, who created the lighting plan, to submit a new lighting plan showing all the information requested. She would also ask Mr. Murphy to go to the site and look at all the lights to make sure they're installed and aimed properly.

Ms. Korman-Houston asked what happened between the granting of the Special Permit and the beginning of construction that required that the building be moved back seven feet. Ms. Doherty said that she was not involved with the project at that time. Her understanding is that when construction plans were submitted, they were not approved, and the developer was required to move the building back in order to create a larger sidewalk. She is not sure who required the larger sidewalk. She said that it is not unusual for a project to significantly change over the course of the approvals process. The Chair said that the Board did not grant relief from providing usable open space, meaning that the open space requirements were in effect. Ms. Korman-Houston expressed concern that the developer would move forward on a plan different from what the Board approved without coming back to the Board to discuss it.

Mr. Revilak said that although he was not on the Board at the time the Special Permit was approved, he did attend the hearings. His recollection is that the Board asked that the building be moved back, and the issue was discussed at the Board meeting on July 20, 2020. The Chair noted that even if the Board approved changing the plans, they did not approve an elimination of usable open space.

Mr. Revilak said that he appreciates the changes that have been made to the bicycle parking, and he is okay with the proposed grate to cover the compressor.

The Chair asked Ms. Ricker when the tenant of 882 Mass Ave is scheduled to come before the Board with an application for a sign and for window coverings. Ms. Ricker replied that they are scheduled on October 6, 2025.

The Chair summarized the follow-up actions the Board has requested:

- Submit swatches of the three potential bronze paint colors for the storefront to the Board through DPCD.
- Identify how they intend to address the exposed foundation underneath the storefront framing.
- Determine if the projection of the compressor over the sidewalk poses an issue with ADA compliance.
- Determine how air flow and sound concerns will be mitigated, given the compressor's proximity to the adjacent property.
- Update the lighting plan to show site details and indicate how the lights are aimed and the effect on adjacent properties.
- Create a plan for the existing usable open space.

The Chair asked Ms. Ricker if she has any information about 455 Mass Ave. She said that the Board has discussed the project and has expressed concern about a number of issues, but they have not yet compiled those issues into a letter as with 882-892 Mass Ave. The same developer is working on both 455 Mass Ave and 882-892 Mass Ave, so the Chair addressed Ms. Doherty about the 455 Mass Ave project as well. She asked Ms. Doherty to let the developer know that if they have made any changes to the plans that are not what the Board approved, they need to come back to the Board to address them. Ms. Doherty said the developer has received approval from the Historical Commission for all the final exterior materials, and they hope that the Redevelopment Board will also approve them. She has advised the developer to make a list of all the conditions included in the Special Permit and to demonstrate that they have been met before the final inspection takes place and the Certificate of Occupancy is issued. The Chair noted that the façade as constructed is not in alignment with what was approved in the Special Permit, including the fenestration and the brick color. Mr. Lau noted that the Historical Commission has no authority over the Redevelopment Board, so the Historical Commission cannot overrule conditions made by the Redevelopment Board.

The Chair moved to **Agenda Item 3 – Open Forum.**

The Chair opened the floor for open forum. Seeing no one who wished to speak, she closed open forum.

The Chair moved to **Agenda Item 4 – New Business.**

Ms. Ricker said that the second major public event for the Comprehensive Plan update will be held on October 30, 2025, in Arlington High School's cafeteria. The committee working on the Comprehensive Plan is conducting activities with focus groups related to specific topics, including housing, transportation, historic and cultural resources, land use, and other topics. She would like to give a presentation to the Board about the work that has been done on land use at one of their upcoming meetings.

The Chair asked for a motion to adjourn. Mr. Lau so moved, and Ms. Korman-Houston seconded. The Board voted and approved unanimously.

Meeting **Adjourned** at 8:15 pm.

Documents used:

Agenda Item 2 Letter from 882-892 Mass Ave LLC 8-28-25
 882 Mass Ave Lighting Plan 9-8-25

Correspondence 882 Mass Ave - Gersh, J - 9/13/2025
 multiple projects - Seltzer, D - 9/13/2025



Town of Arlington, Massachusetts

Public Hearing: Docket #3831, 1323 Mass Ave (continued from July 14, 2025)

Summary:

7:35 pm The Board will discuss whether to continue or close the hearing.

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	2025-10-02_Fiesta_Bites_Update_memo.pdf	2025-10-02 Fiesta Bites Update memo



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

MEMORANDUM

To: Arlington Redevelopment Board
Cc: Katie Luczai, Economic Development Coordinator
From: Claire Ricker, Director
Date: October 2, 2025
RE: Docket #3831 – 1323 Mass Ave, Fiesta Bites Signage

Regarding Docket #3831, 1323 Mass Ave, Fiesta Bites, DPCD has been in regular communication with the tenant about ongoing issues with non-compliant signage.

The owner of Fiesta Bites, Mr. Asael Sanchez, continues to work with his sign contractor on the pre-existing cabinet signs over the storefront. Mr. Sanchez is currently unable to contract for new signage due to financial constraints and is seeking some restitution from the sign contractor who initially designed and installed the non-conforming signage. Mr. Sanchez has offered to not turn on the lighting for the cabinet sign in the interim.

Given that the storefront windows are scheduled to be replaced, and that most non-conforming signage has been removed from the existing windows, DPCD recommends that the ARB vote to close Docket #3831 and allow for the Department to continue working with Mr. Sanchez on the removal of non-compliant signage and installation of new, compliant signage. Any proposed new signage proposed will undergo administrative review for strict compliance with Section 6.2 of the Arlington Zoning Bylaw. Any proposed non-conforming signage will be subject to a new public hearing of the Board.



Town of Arlington, Massachusetts

Public Hearing: Docket #3870, 892 Mass Ave

Summary:

7:50 pm

Notice is herewith given that an application has been filed on September 3, 2025, by Gretchen Paulson and Darcy Gould, Activate SBP, LLC, 892 Massachusetts Ave, Arlington, MA 02476, to open Special Permit Docket #3870 in accordance with the provisions of MGL Chapter 40A § 11, and the Town of Arlington Zoning Bylaw Sections 3.3, Special Permits, and 3.4, Environmental Design Review. The applicant proposes to add a wall sign and vinyl window panels to the property located at 892 Massachusetts Ave, Arlington, MA, in the B2 Neighborhood Business District.

- DPCD staff will be provided 5 minutes for an overview of their Public Hearing Memorandum.
- Applicant will be provided 10 minutes for an introductory presentation.
- Members of the public will be provided time to comment.
- Board members will discuss Docket and may vote.

ATTACHMENTS:

Type	File Name	Description
▢ Application	Activate_SBP_-_Special_Permit_application_-_892_Mass_Ave.pdf	Activate SBP - Special Permit application - 892 Mass Ave
▢ Application	Activate_SBP_-_Exterior_Signage_and_window_treatments_-_892_Mass_Ave.pdf	Activate SBP - Exterior Signage and window treatments - 892 Mass Ave
▢ Application	Docket_3870_892_Mass_Ave_-_Legal_Notice_9-18__9-25.pdf	Docket 3870 892 Mass Ave - Legal Notice 9-18, 9-25
▢ Application	EDR_memo_-_Docket_3870_892_Mass_Ave_signage_-_10-02-2025.pdf	EDR memo - Docket 3870 892 Mass Ave signage - 10-02-2025

2025 SEP -3 AM 10:21

REQUIRED SUBMITTALS CHECKLIST

892 Mass Ave

DOCKET 3870

One electronic copy of your application is required; print materials may be requested, Review the ARB's Rules and Regulations, which can be found at www.arlingtonma.gov/arb, for the full list of required submittals.

☐ **Application Cover Sheet (project and property information, applicant information)**

☐ **Dimensional and Parking Information Form (see attached)**

☐ **Impact statement**

Statement should respond to Environmental Design Review (Section 3.4) and Special Permit (Section 3.3) criteria on pages 6-8 of this packet); include:

- LEED checklist and sustainable building narrative as described in criteria 12.
- Summary of neighborhood outreach, if held or planned.

☒ **Drawing and photographs of existing conditions**

- Identify boundaries of the development parcel and illustrate the existing conditions on that parcel, adjacent streets, and lots abutting or directly facing the development parcel across streets.
- Photographs showing conditions on the development parcel at the time of application and showing structures on abutting lots.

☐ **Site plan of proposal. Must include:**

- Zoning boundaries, if any, and parcel boundaries;
- Setbacks from property lines;
- Site access/egress points;
- Circulation routes for pedestrians, bicyclists, passenger vehicles, and service/delivery vehicles;
- New buildings and existing buildings to remain on the development parcel, clearly showing points of entry/exit;
- Other major site features within the parcel or along its perimeter, including but not limited to trees, fences, retaining walls, landscaped screens, utility boxes, and light fixtures;
- Spot grades or site topography and finish floor level;
- Open space provided on the site;
- Any existing or proposed easements or rights of way.

☐ **Drawings of proposed structure**

- Schematic drawings of each interior floor of each proposed building, including basements.
- Schematic drawings of the roof surface(s), identifying roof materials, mechanical equipment, screening devices, green roofs, solar arrays, usable outdoor terraces, and parapets.
- Elevations of each exterior façade of each building, identifying floor levels, materials, colors, and appurtenances such as mechanical vents and light fixtures.
- Drawings from one or more prominent public vantage point illustrating how the proposed project will appear within the context of its surroundings.
- Graphic information showing façade materials and color samples.
- Include lighting plan and fixtures if not provided on site or landscaping plan.

TOWN CLERK
ARLINGTON, MA. 02476
2025 SEP -3 AM 10:21

☐

Vehicle, Bicycle, and Service Vehicle Plans

- Parking and loading plans, including all vehicle and bicycle parking facilities located on the parcel or within a structure, showing dimensions of spaces, driveways, access aisles, and access/egress points. Include line-of-sight and turning radius along with length and type of delivery truck.
- If you are requesting a reduction in the amount of required parking, include a Transportation Demand Management Plan per Section 6.1.5.
- Plans of all bicycle parking facilities located on the lot and within any structure, including dimensions of spaces and access routes and types of bicycle racks.

☐

Sustainable Building and Site Design Elements

- A solar energy systems assessment per Section 6.4, which must include:
 - An analysis for solar energy system(s) for the site detailing layout and annual production;
 - The maximum feasible solar zone area of all structures; and,
 - Drawings showing the solar energy system you propose, with a narrative describing the system, the reasons the system was chosen, and how the system meets the requirements of Section 6.4; or
 - A detailed explanation of why the project meets an exemption of Section 6.4.2.
- LEED checklist and narrative per EDR criterion 13.

☐

Proposed landscaping (*may be incorporated into site plan*)

Schematic drawing(s) illustrating and clearly labels all landscape features, including hardscape materials, permeable areas, plant species, and light fixtures.

☒

Plans for sign permits, if signage is an element of development proposal

☐

Stormwater management plan

(for stormwater management during construction for projects with new construction)

☐

SketchUp Compatible Model, if required

☒

Application fee

(See Rule 12 of the ARB Rules and Regulations for how to calculate the fee)

FOR OFFICE USE ONLY

Docket #: 3870

_____ Special Permit Granted

Date: _____

_____ Received evidence of filing with Registry of Deeds

Date: _____

_____ Notified Building Inspector of Special Permit filing

Date: _____

2025 SEP -3 AM 10:21

COVER SHEET

Application for Special Permit in Accordance with Environmental Design Review

PROPERTY AND PROJECT INFORMATION

- Property Address 892 MASS AVE ARLINGTON, MA 02476
Assessors Block Plan, Block, Lot No. _____ Zoning District B2
- Deed recorded in the Registry of deeds, Book _____, Page _____
or- registered in Land Registration Office, Cert. No. _____, in Book _____, Page _____
- Present Use of Property (include # of dwelling units, if any)
HEALTH, FITNESS, PT, INJURY PREVENTION SMALL BUSINESS
- Proposed Use of Property (include # of dwelling units, if any)
SAME AS ABOVE

APPLICANT INFORMATION

- Applicant:** Identify the person or organization requesting the Special Permit:
Name of Applicant(s) Gretchen Paulson & Darcy Gould
Organization Activate SBP, LLC.
Address 892 Mass ave Arlington, MA 02476
Street City, State, Zip
Phone 617-721-7201 Email gretchendpt@gmail.com
- Applicant Interest:** the applicant must have a legal interest in the subject property:
☐ Property owner ☐ Purchaser by land contract
☐ Purchaser by option or purchase agreement ☒ Lessee/tenant
- Property Owner** ☐ Check here if applicant is also property owner
Identify the person or organization that owns the subject property:
Name Cynthia Pasciuto Title Building Owner
Organization Pasciuto Properties Phone _____
Address 400 Massachusetts Ave Arlington, MA, 02476
Street City, State, Zip
Phone (781)648-9867 Email cynthia@pasciutoproperties.com

TOWN CLERK
ARLINGTON, MA. 02476
2025 SEP -3 AM 10:11

ARLINGTON REDEVELOPMENT BOARD

Application for Special Permit Under Environmental Design Review

4. **Representative:** Identify any person representing the property owner or applicant in this matter:

Name _____ Title _____

Organization _____ Phone _____

Address _____
Street City, State, Zip

Phone _____ Email _____

5. Permit applied for in accordance with the following Zoning Bylaw section(s)

_____	_____
_____	_____
_____	_____
section(s)	title(s)

6. List any waivers being requested and the Zoning Bylaw section(s) which refer to the minimum or maximum requirements from which you are seeking relief.

_____	_____
_____	_____
_____	_____
section(s)	title(s)

7. Please attach a statement that describes your project and provide any additional information that may aid the ARB in understanding the permits you request. Include any reasons that you feel you should be granted the requested permission.

(In the statement below, check the options that apply)

The applicant states that Gretchen Paulson & Darcy Gould is the owner ☐ or occupant ☒ or purchaser under agreement ☐ of the property in Arlington located at 892 Mass Ave Arlington, MA 02474 which is the subject of this application; and that unfavorable action ☐ or no unfavorable action ☐ has been taken by the Zoning Board of Appeals on a similar application regarding this property within the last two years. The applicant expressly agrees to comply with any and all conditions and qualifications imposed upon this permission, either by the Zoning Bylaw or by the Redevelopment Board, should the permit be granted.

Signature of Applicant(s):

Gretchen Paulson, DPTDJ Gold892 Mass Ave Arlington, MA 02474
Address617-721-7201
Phone

16 of 27

DIMENSIONAL AND PARKING INFORMATION

Property Location: _____

Zoning District: _____

Applicant: _____

Address: _____

Present Use/Occupancy: No. of Dwelling Units: _____

Uses and their gross square feet: _____

Proposed Use/Occupancy: No. of Dwelling Units: _____

Uses and their gross square feet: _____

	Present Conditions	Proposed Conditions	Min. or Max. Req'd by Zoning for Proposed Use
Lot Size			min.
Frontage			min.
Floor Area Ratio ¹			max.
Lot Coverage (%), where applicable			max.
Lot Area per Dwelling Unit (sf)			min.
Front Yard Depth (feet)			min.
Side Yard Width (feet) right side			min.
left side			min.
Rear Yard Depth (feet)			min.
Height stories			stories ²
feet			Feet
Open Space (% of G.F.A.) ³			min.
Landscaped (sf)			(sf)
Usable (sf)			(sf)
Parking Spaces (#) ⁴			min.
Parking Area Setbacks (feet) <i>(where applicable)</i>			min.
Loading Spaces (#)			min.
Bicycle Parking ⁵ short term			min.
long term			min.

¹ FAR is based on Gross Floor Area. See Section 5.3.22 for how to calculate Gross Floor Area. On a separate page, provide the calculations you used to determine FAR, including the calculations for Gross Floor Area.

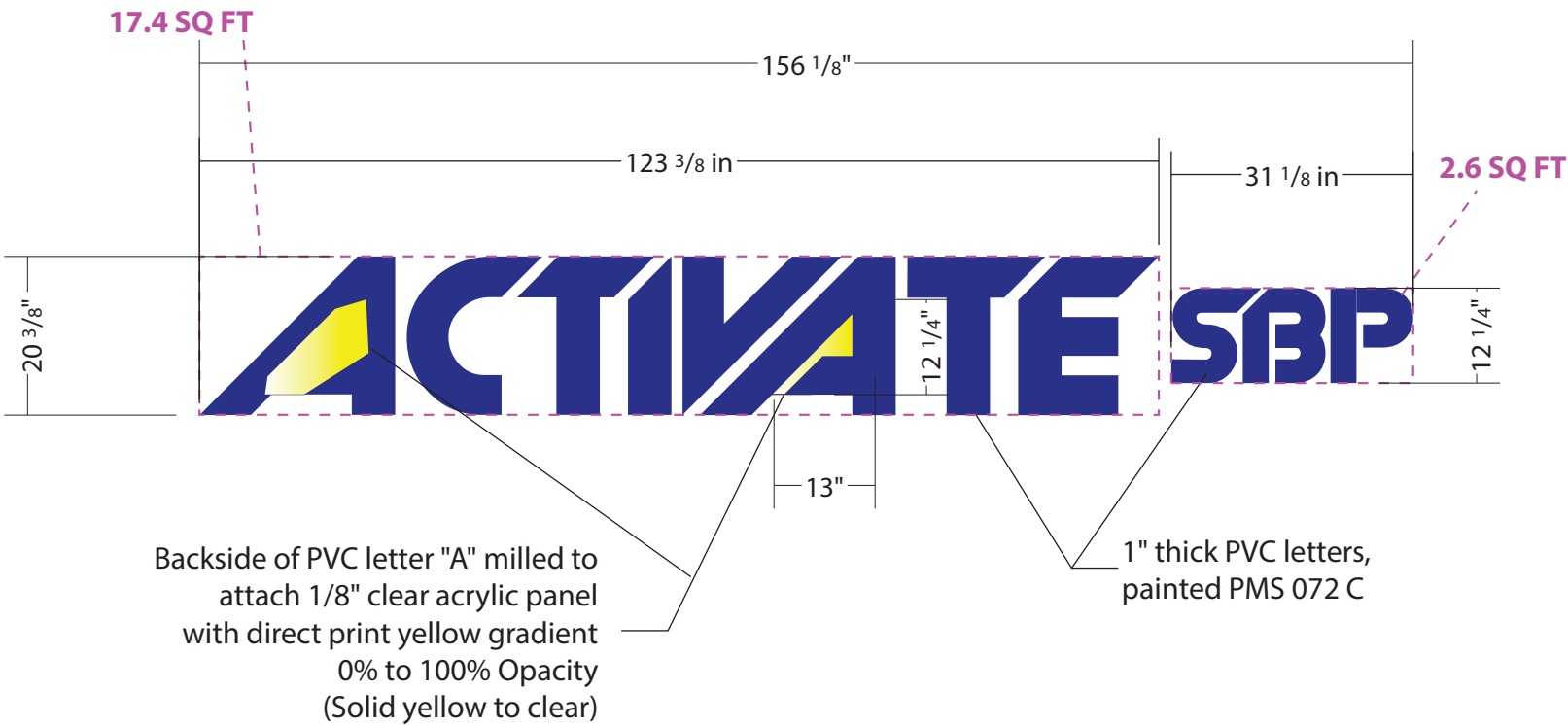
² Where two heights are noted in the dimensional tables, refer to Section 5.3.19, Reduced Height Buffer Area to determine the applicable height or the conditions under which the Board may provide relief.

³ Per Section 5.3.22(C), district dimensional requirements are calculated based on GFA. On a separate page, show how you determined the open space area amounts.

⁴ See Section 6.1, Off-Street Parking. If requesting a parking reduction, refer to Section 6.1.5.

⁵ See Section 6.1.12, Bicycle Parking, or refer to the [Bicycle Parking Guidelines](#).

20 TOTAL SQ FT
STORE FRONT IS 61' 5.25"



1 Front
1/2" = 1'-0"

SIGN TYPE A Exterior Dimensional Logo

Quantity (1)

1" PVC Letters with painted finish. Letter "A"s are milled out on backside to hold 1/8" clear acrylic panel with direct print yellow gradient, which is clear-coated. Sign is mounted to exterior Masonite board.

PALETTE



PAINT: PMS 072 C



PAINT: Clear Coat



GRAPHICS: Direct print



COLOR: PMS 395 C,
Gradient 0% to 100% Opacity

2 Mockup
1/4" = 1'-0"



Mounting to right of building to avoid obstruction from bus stop

CLIENT: ACTIVATE SBP

PROJECT / SIGN TYPE: EXTERIOR SIGNAGE

DRAWN BY: JG

JOB #: 25620-713846

DATE: 4/8/25

SUNSHINE
sign

121 Westboro Road
North Grafton, MA 01536
P 508.839.5588
F 508.839.9929
www.sunshinesign.com

This drawing is given in confidence and may not be used or disseminated in any way without prior written consent from Sunshine Sign Company, Inc. All common law and copyright laws are hereby specifically reserved.

☐ Approved for Fabrication
☐ Approved as Noted

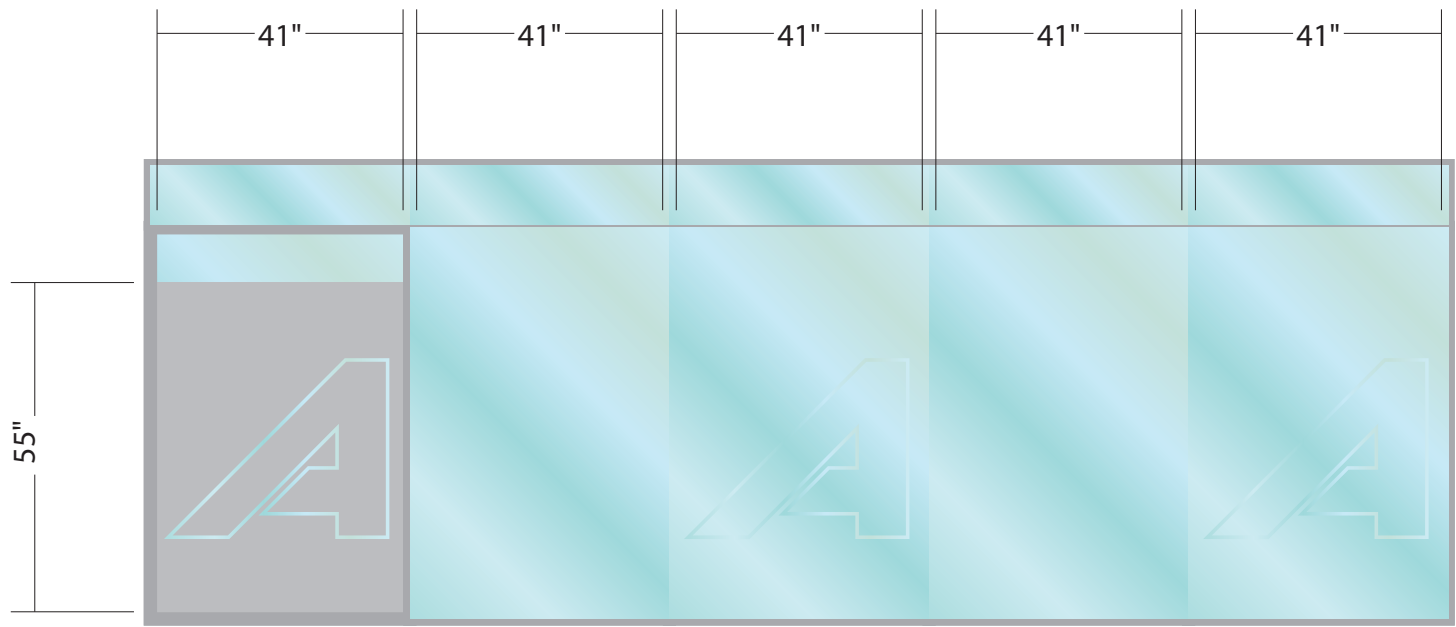
☐ Revise and Resubmit
☐ Rejected

Name

Signature

1

SIGN TYPE: A



1 Front
3/8" = 1'-0"



2 Mockup
1/4" = 1'-0"

SIGN
TYPE

B

Dusted Crystal - Right Windows

Quantity (1)

Dusted crystal band with knocked-out graphics,
applied 2nd surface to windows.

PALETTE



VINYL: Dusted Crystal w/ knocked-out graphics
2nd surface

CLIENT: ACTIVATE SBP

PROJECT / SIGN TYPE: EXTERIOR SIGNAGE

DRAWN BY: JG

JOB #: 25620-713846

DATE: 4/4/25

SUNSHINE
SIGN

121 Westboro Road
North Grafton, MA 01536
P 508.839.5588
F 508.839.9929
www.sunshinesign.com

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☐ Approved for Fabrication
☐ Approved as Noted

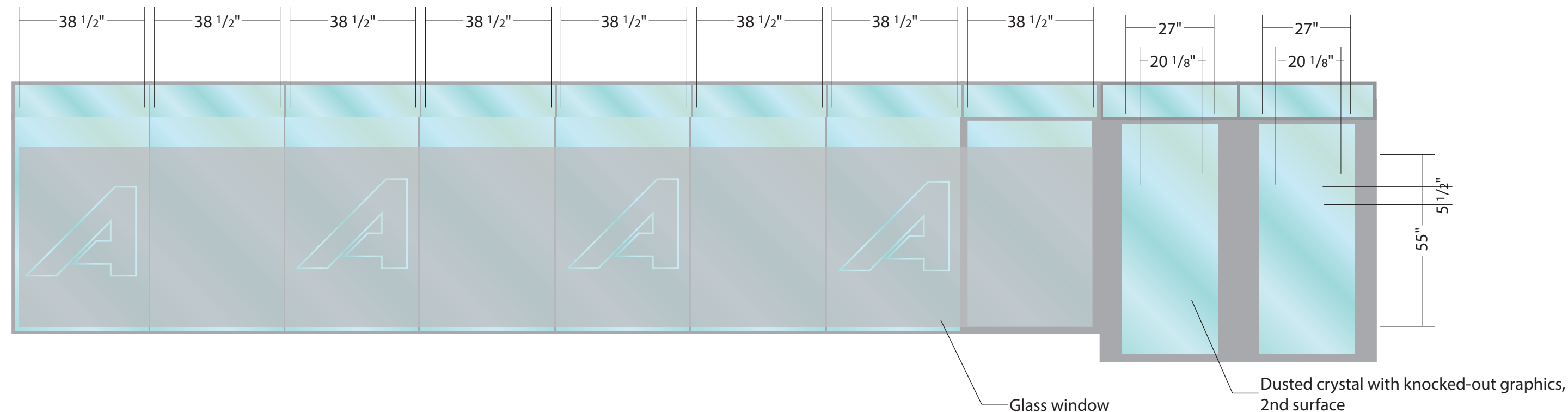
☐ Revise and Resubmit
☐ Rejected

Name

Signature

2

SIGN TYPE: B



1 Front
3/8" = 1'-0"

SIGN TYPE C
Dusted Crystal - Left Windows
Quantity (1)
Dusted crystal band with knocked-out graphics, applied 2nd surface to windows. Colored text & logo are 1st surface applied printed vinyl.

PALETTE
VINYL: Dusted Crystal w/ knocked-out graphics 2nd surface
GRAPHICS: Digital print, 1st surface
COLOR: PMS 072 C

CLIENT: ACTIVATE SBP

PROJECT / SIGN TYPE: EXTERIOR SIGNAGE

DRAWN BY: JG

JOB #: 25620-713846

DATE: 4/4/25

SUNSHINE
sign

121 Westboro Road
North Grafton, MA 01536
P 508.839.5588
F 508.839.9929
www.sunshinesign.com

This drawing is given in confidence and may not be used or disseminated in any way without prior written consent from Sunshine Sign Company, Inc. All common law and copyright laws are hereby specifically reserved.

☐ Approved for Fabrication
☐ Approved as Noted

☐ Revise and Resubmit
☐ Rejected

Name

Signature

3

SIGN TYPE: C



**Legal Notice of a Public Hearing, Arlington Redevelopment Board
Docket #3870, 892 Massachusetts Ave**

Notice is herewith given that an application has been filed on September 3, 2025, by Gretchen Paulson and Darcy Gould, Activate SBP, LLC, 892 Massachusetts Ave, Arlington, MA 02476, to open Special Permit Docket #3870 in accordance with the provisions of MGL Chapter 40A § 11, and the Town of Arlington Zoning Bylaw Sections 3.3, Special Permits, and 3.4, Environmental Design Review. The applicant proposes to add a wall sign and vinyl window panels to the property located at 892 Massachusetts Ave, Arlington, MA, in the B2 Neighborhood Business District.

A Public Hearing will be held on Monday, October 6, 2025, at 7:30 pm, Arlington Community Center, Main Hall, 27 Maple Street, Arlington, MA.

Plans may be viewed at the Department of Planning and Community Development on the first floor of the Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA, during office hours (Mon-Wed, 8:00-4:00; Thu, 8:00-7:00; Fri, 8:00-12:00), or at arlingtonma.gov/arb.

**Arlington Redevelopment Board
Rachel Zsembery
Chair**

9/18/2025, 9/25/2025



Town of Arlington, Massachusetts
Department of Planning and Community Development
730 Massachusetts Avenue, Arlington, Massachusetts 02476

Public Hearing Memorandum

The purpose of this memorandum is to provide the Arlington Redevelopment Board and public with technical information and a planning analysis to assist with the regulatory decision-making process.

To: Arlington Redevelopment Board
From: Claire V. Ricker, AICP Secretary Ex-Officio
Subject: Environmental Design Review, 892 Massachusetts Avenue, Docket #3870
Date: October 2, 2025

I. Docket Summary

This is an application by Darcy Gould and Gretchen Paulson of Activate SBP, LLC, to open Special Permit Docket #3870 in accordance with the provisions of MGL Chapter 40A § 11, and the Town of Arlington Zoning Bylaw Section 3.4, Environmental Design Review, and Section 6.2, Signs.

The applicant proposes to install one exterior wall sign, two door window signs, and 13 window transparencies for a storefront in the multi-use building located at 892 Massachusetts Avenue, in the Neighborhood Business Zoning District (B2) and Residential/Business Sign District. The opening of the Special Permit is to allow the Board to review and approve the project under Zoning Bylaw Section 3.4, Environmental Design Review, and Section 6.2, Signs.

Materials submitted for consideration of this application include:

- Application for EDR Special Permit,
- Dimensional information of the proposed signage, and
- Renderings of signage.

Section 6.2, Signs, directs the Redevelopment Board to review any requests for signage special permits via Environmental Design Review. Given that the proposed window signs and transparencies exceed the maximum dimensional requirements for window signage permitted by the Zoning Bylaw, this application was forwarded to the ARB for review.

II. Application of Special Permit Criteria (Arlington Zoning Bylaw, Section 3.3)

1. Section 3.3.3.A.

The use requested is listed as a Special Permit in the use regulations for the applicable district or is so designated elsewhere in this Bylaw.

The applicant has a physical therapy business at this location in the B2 Neighborhood Business Zoning District. The signage is the subject of the special permit as required by Section 6.2, Signs. The Board can find this condition met.

2. Section 3.3.3.B.

The requested use is essential or desirable to the public convenience or welfare.

The business provides physical therapy service to the community. The Board can find this condition met.

3. Section 3.3.3.C.

The requested use will not create undue traffic congestion or unduly impair pedestrian safety.

Only the signage is subject to review. The Board can find this condition met.

4. Section 3.3.3.D.

The requested use will not overload any public water, drainage or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the Town will be unduly subjected to hazards affecting health, safety, or the general welfare.

Only the signage is subject to review. The Board can find this condition met.

5. Section 3.3.3.E.

Any special regulations for the use as may be provided in the Bylaw are fulfilled.

No special regulations are applicable to the proposal. The Board can find this condition met.

6. Section 3.3.3.F.

The requested use will not impair the integrity or character of the district or adjoining districts, nor be detrimental to the health or welfare.

The use does not impair the integrity or character of the neighborhood. The Board can find this condition met.

7. Section 3.3.3.G.

The requested use will not, by its addition to a neighborhood, cause an excess of the use that could be detrimental to the character of said neighborhood.

The use will not be in excess or detrimental to the character of the neighborhood. The Board can find this condition met.

III. Environmental Design Review Standards (Arlington Zoning Bylaw, Section 3.4)

1. EDR-1 Preservation of Landscape

The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

No changes to the landscape are proposed, as the only proposed exterior alterations are the proposed signage. The Board can find this condition met.

2. EDR-2 Relation of the Building to the Environment

Proposed development shall be related harmoniously to the terrain and to the use, scale, and architecture of the existing buildings in the vicinity that have functional or visible relationship to the proposed buildings. The Arlington Redevelopment Board may require a modification in massing so as to reduce the effect of shadows on the abutting property in an R0, R1 or R2 district or on public open space.

No changes to the exterior of the building are proposed other than the proposed signage. The Board can find this condition met.

3. EDR-3 Open Space

All open space (landscaped and usable) shall be so designed as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing by the site or overlooking it from nearby properties. The location and configuration of usable open space shall be so designed as to encourage social interaction, maximize its utility and facilitate maintenance.

No changes to open space would result from this sign proposal. The Board can find this condition met.

4. EDR-4 Circulation

With respect to vehicular and pedestrian and bicycle circulation, including entrances, ramps, walkways, drives, and parking, special attention shall be given to location and number of access points to the public streets (especially in relation to existing traffic controls and mass transit facilities), width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, access to community facilities, and arrangement of vehicle parking and bicycle parking areas, including bicycle parking spaces required by Section 6.1.12 that are safe and convenient and, insofar as practicable, do not detract from the use and enjoyment of proposed buildings and structures and the neighboring properties.

No changes to circulation patterns would result from this sign proposal. The Board can find this condition met.

5. EDR-5 Surface Water Drainage

Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Available Best Management Practices for the site should be employed, and include site planning to minimize impervious surface and reduce clearing and re-grading. Best Management Practices may include erosion control and stormwater treatment by means of swales, filters, plantings, roof gardens, native vegetation, and leaching catch basins. Stormwater should be treated at least minimally on

the development site; that which cannot be handled on site shall be removed from all roofs, canopies, paved and pooling areas and carried away in an underground drainage system. Surface water in all paved areas shall be collected in intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create puddles in the paved areas.

In accordance with Section 3.3.4., the Board may require from any applicant, after consultation with the Director of Public Works, security satisfactory to the Board to ensure the maintenance of all stormwater facilities such as catch basins, leaching catch basins, detention basins, swales, etc. within the site. The Board may use funds provided by such security to conduct maintenance that the applicant fails to do.

The Board may adjust in its sole discretion the amount and type of financial security such that it is satisfied that the amount is sufficient to provide for any future maintenance needs.

No changes to the exterior of the building or surface water run-off would result from this sign proposal. The Board can find this condition met.

6. EDR-6 Utilities Service

Electric, telephone, cable TV, and other such lines of equipment shall be underground. The proposed method of sanitary sewage disposal and solid waste disposal from all buildings shall be indicated.

No changes to the utility service would result from this sign proposal. The Board can find this condition met.

7. EDR-7 Advertising Features

The size, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures or features shall not detract from the use and enjoyment of proposed buildings and structures and the surrounding properties.

The applicant proposes to install one exterior wall sign, two door window signs and transparencies, and 13 window transparencies on a storefront in the multi-use building located at 892 Massachusetts Avenue. As the business provides physical therapy and other treatments to clients, the applicant requests that transparencies be allowed across all storefront windows to support the privacy of the clients. A Special Permit is requested to allow the business to install signage in excess of what is permitted. A 20 square-foot sign composed of PVC letters with a painted finish is proposed above the five storefront windows to the right of the entry doors. Installation of the sign directly over the doors is infeasible given that a large safety light is currently installed above the doors.

Additionally, the applicant proposes two window signs and two window transparencies on the doors. These signs are in excess of the 25% maximum window coverage allowed per 6.2.5.D(11) of the Zoning Bylaw. The applicant further proposes transparencies in excess of 25% coverage on the five storefront windows to the right of the doors and on the eight storefront windows to the left of the doors. These proposed transparencies include a graphic letter "A" on every other window, which breaks up the consistent pattern of transparencies on the windows and may serve to activate the streetscape by providing a more engaging storefront.

Per Section 6.2.2(C), the ARB may grant a Special Permit to allow signs of greater size and/or in a location other than what is allowed by section 6.2, "provided the architecture of the building, the location of the building relative to the street, or the nature of the use being made of the building is such that an additional sign or signs of a larger size should be allowed in the public interest."

8. EDR-8 Special Features

Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.

No changes are proposed. The Board can find this condition met.

9. EDR-9 Safety

With respect to personal safety, all open and enclosed spaces shall be designed to facilitate building evacuation and maximize accessibility by fire, police and other emergency personnel and equipment. Insofar as practicable, all exterior spaces and interior public and semi-public spaces shall be so designed to minimize the fear and probability of personal harm or injury by increasing the potential surveillance by neighboring residents and passersby of any accident or attempted criminal act.

No changes are proposed. The Board can find this condition met.

10. EDR-10 Heritage

With respect to Arlington's heritage, removal or disruption of historic, traditional or significant uses, structures or architectural elements shall be minimized insofar as practical whether these exist on the site or on adjacent properties.

The property at 892 Mass Ave is not listed on the *Inventory of Historically or Architecturally Significant Properties in the Town of Arlington*. The Board can find this condition met.

11. EDR-11 Microclimate

With respect to the localized climatic characteristics of a given area, any development which proposes new structures, new hard surface, ground coverage or the installation of machinery which emits heat, vapor or fumes shall endeavor to minimize insofar as practicable, any adverse impacts on light, air and water resources or on noise and temperature levels of the immediate environment.

No changes are proposed. The Board can find this condition met.

12. EDR-12 Sustainable Building and Site Design

Projects are encouraged to incorporate best practices related to sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. Applicants must submit a current Green Building Council Leadership in Energy and Environmental Design (LEED) checklist, appropriate to the type of development, annotated with narrative description that indicates how the LEED performance objectives will be incorporated into the project.

No changes are proposed. The Board can find this condition met.

IV. Findings

1. The ARB finds that the commercial use of the building is supportive of Board and Town economic development goals such that allowing window signage and transparencies to be installed across more of the street facing windows than is otherwise allowed, is in the public interest consistent with Section 6.2 of the Zoning Bylaw.
2. The ARB finds that the project is consistent with Environmental Design Review per Section 3.4 of the Zoning Bylaw.

V. Conditions

1. Any substantial or material deviation during construction from the approved plans and specifications is subject to the written approval of the Arlington Redevelopment Board.
2. The Board maintains continuing jurisdiction over this permit and may, after a duly advertised public hearing, attach other conditions or modify these conditions as it deems appropriate in order to protect the public interest and welfare.